

Energy Trading System (ETS) User Access Request



PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

By completing this form and submitting it to the AESO, you acknowledge that you may be authorizing a third party to have access to your confidential records, as record is defined in the *Fair, Efficient and Open Competition Regulation*, AR 159/2009 (FEOC Regulation). This is a reminder that if you, or the third party who has been granted access to your confidential records, share such confidential records in contravention of the FEOC Regulation, the matter is likely to be investigated by the Market Surveillance Administrator, which could result in an investigation and/or hearing relating to the restricted sharing of confidential records.

Step 1

Fill in the information below, indicating requested access by placing an 'X' in the appropriate boxes. This form must be submitted to cert.admin@aeso.ca by the Corporate Contact listed on the Participant list.

Certificate Information - this information will be used in your online enrollment in Step 2

Certificate Name: _____

Email Address: _____

Requestor Name: _____

Participant Information

Participant Name: _____ Participant ID: _____

Authorized by (participant corporate contact): _____

*If you are unsure of the Participant Name, ID or corporate contact, use the [Pool Participant List](#) as a reference.

User access level required

Submission information	View	Modify
Net Settlement Instructions (NSI)	View	Modify
Reports	View	

Step 2

Once this application has been submitted by the Corporate Contact, complete Step 2 by enrolling online at the link below: <https://pki.symauth.com/certificate-service?ac=790858&pf=2.16.840.1.113733.1.16.1.2.3.1.1.256001160>.

Be sure to use the exact same certificate information in the online enrollment as you used in Step 1 above.

The DigiCert PKI Client must be installed on your machine prior to picking up your certificate. Complete online enrollment instructions are found in the Energy Trading System (ETS) Digital Certificate Enrollment Guide found here: www.aeso.ca > Market > Market Participation > System Tools > Energy Trading System (ETS).

For security integrity, digital certificates **require renewal** on the anniversary date of the installation. DigiCert will automatically notify you five days prior to the annual renewal date. **Please note**, any changes to the applicant's original information (i.e., email address, name, computer changes) may result in the applicant needing to obtain a new certificate. It is the participant's responsibility to send these changes to cert.admin@aeso.ca to verify whether a new digital certificate is required.